

**ELECTRIC UTILITY DEPARTMENT
ENGINEERING DIVISION**

ADDENDUM NO. 1

APRIL 25, 2016

**REQUEST FOR PROPOSAL
FOR PROFESSIONAL SERVICES**

**ELECTRIC UTILITY DEPARTMENT (DBA SILICON VALLEY POWER)
AND WATER & SEWER UTILITIES DEPARTMENT
SPACE PLANNING PROJECT**

PROPOSALS DUE: MAY 4, 2016 (3:00 PM)

The following clarifications shall be made part of the RFP:

I. ATTACHMENT A – SCOPE OF SERVICES

Attachment A – Scope of Services is revised as follow:

ATTACHMENT A

SCOPE OF SERVICES

A. PURPOSE AND GENERAL INFORMATION

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified firms for professional space planning services, including a space needs analysis, providing conceptual space planning design, and providing preliminary cost estimates. The data and recommendations in the final report will be used to determine the feasibility of constructing a new office building or in the development of alternative space solutions.

Services shall include a comprehensive analysis of the existing space currently occupied by the City's Electric Utility Department (dba Silicon Valley Power) ("SVP") and Water & Sewer Utilities Department ("Water"). The analysis shall include a determination of the departments' current and anticipated future space needs.

B. BACKGROUND

SVP and Water are currently located in three separate facilities. Water currently has its administration and engineering offices in Santa Clara City Hall, located at 1500 Warburton Avenue, and its field offices are located in the Santa Clara Utility Corporation Yard at 1705 Martin Avenue. Water has two divisions with approximately 18 positions and occupies approximately 6,800 square feet of floor space in the two locations.

In addition to having similar offices at City Hall and the Utility Corporation Yard, SVP also occupies a 30,000 square foot leased office building within the City. SVP has 10

divisions with approximately 90 positions and occupies approximately 41,800 square feet of floor space in the three locations. The position counts for both SVP and Water do not include the majority of the field personnel who are expected to continue working from the yard. These field personnel will not be included in the needs study.

Both departments have seen for some time now an increase in their staff and business space needs as a result of the increasing demands for utility services. This has put increasing pressure on the existing facilities and on the City's ability to continue providing high levels of customer service to its residents and customers.

The City is seeking alternate space solutions, one of which may be to bring these two utility departments together under a single roof to make them more effective in serving both the City and the residents/businesses. The City is seeking a modernized design that meets the needs of current and future employees, and a new workspace that will improve efficiencies and that is aligned with core organizational values such as collaboration, transparency, diversity and inclusion.

C. DESCRIPTION OF REQUIRED SERVICES

The assessment should aim to determine the most favorable balance between shared work areas, private work stations, and private offices, as well as conference rooms and meet-up space. The assessment should consider space design to accommodate anticipated growth. The assessment should also quantify space needs for the following milestones: Current, Five Year, and Ten Year milestones. The goal is to provide the City with specific recommendations on needed space characteristics, square footage needs and personnel related space and operational needs.

The general outline of the major components of the required services are as noted below.

1. Preliminary Research/ Data Collection. Review schedule and deliverables with the City project team. Compile existing programmatic and information necessary to complete scope of services using surveys, interviews and other applicable techniques.
2. Space Needs Assessment. In collaboration with City staff, identify key functional pieces of the program, departmental and interdepartmental roles and relationships and key public service functions. Explore and evaluate possible options for special and common civic spaces. Generate room data sheets and conceptual room layouts for each repetitive and unique room type.
3. Functional Programming and Room Requirements. Examine program information and develop a comprehensive space plan that addresses programmatic needs for the identified functions. Develop room size standards and planning modules, and furnish a space inventory by room with total assignable square footage. Provide details of important criteria affecting design and use of each room. Specific items to consider:
 - a. Shared use of space between departments
 - b. Collect and record the requirement for a power trading area, including equipment requirements

- c. Collect and record the requirement for an electric & water operations control area, including equipment requirements
 - d. Collect and record the requirement for a computer server area, including equipment requirements
 - e. Storage requirements
 - f. Spaces requiring “access control”.
4. Support Space Requirements. Identify building gross square footage. Wall thicknesses are to be accounted for in the gross square footage. Clarify and list all support space required, for example: mechanical, electrical, storage, exit routes, and circulation.
 5. Functional Concepts. Evaluate space adjacencies and produce diagrams showing essential relationships between functional areas. Identify opportunities for sharing spaces between multiple user groups, including opportunities for multiple programming of single spaces either concurrently or by scheduling. Identify opportunities for flexible, multipurpose spaces (changing size or use).
 6. Security Concept. Collect and record the security requirements for the parts of the facility as well as the facility as a whole. Describe how the relationships identified in #5 above will function well while also implementing the security required.
 7. Sustainability. Consider the above items in the context of the City’s commitment to sustainable design principles.
 8. Deliverables.
 - a. Provide a final report of findings and analysis. The final report must be made available in an electronic and paper copy. All data collected must be submitted with the final copy of the report.
 - b. Provide conceptual site plans and floor plans. The test fit site will be where the former Police Department building currently stands, which is located at 1541 Civic Center Drive. The structure has a building footprint of approximately 21,000 square feet. The test fit space plan should reflect a building concept where both SVP and Water will occupy the building footprint, not a re-use of the existing building.
 - c. Establish preliminary project cost estimates.

D. REQUIRED PROPOSAL COMPONENTS

1. All information set forth in Article 6 of the RFP; and
2. Include a description of firm’s experience as it relates to space planning services for electric and/or water utility providers.

II. RFP TIMELINE

The RFP Timeline is revised as follows:

Issue RFP	Monday, April 11, 2016
Deadline for questions or clarifications	Friday, April 22, 2016
Proposals due	Wednesday, May 4, 2016
City evaluates proposals	May 5 – May 10, 2016
City interviews proposers, if necessary	May 11 – May 17, 2016
City selects successful Proposal	May 18 – May 20, 2016
City Manager or City Council approves successful Proposal and award of Agreement	May/June 2016

The revised dates are indicated in bold.

The City reserves the right to add, remove or combine steps in the timeline, and/or compress or extend the timeline as the City, in its sole discretion, sees fit.

III. Q & A

1. Question: Are existing conditions plans for the departments available?

Answer: Record drawings for the occupied spaces at City Hall and the Utility Corporation Yard are available. A floor plan for the leased office building at 881 Martin Ave. is available.
2. Question: What is the total existing area?

Answer: Please see the revised Attachment A – Scope of Services above.
3. Question: How many staff are in the various departments, currently?

Answer: Please see the revised Attachment A – Scope of Services above.
4. Question: Can you please clarify the Scope of Services for this project? Is this project a Design or a Study, or both?

Answer: Please see the revised Attachment A – Scope of Services above.
5. Question: On page 10, under Attachment A Scope of Services, where the Consultant is asked to “[provide] conceptual space planning design [under a single use], [and] recommendations for use of the [vacated] City office space.

Answer: The requirement for an analysis of the vacated space is no longer required. Please see the revised Attachment A – Scope of Services above.
6. Question: Also refer to on page 6, Information to be Submitted, Chapter 5 – Project Schedule, makes reference to “order dates, delivery time, installation...” and other terms that imply purchasing and installation.

Answer: The services requested in the RFP do not require purchase and installation.

7. Question: On page 12 of the RFQ, under 9. Deliverables, it states that the selected firm will be providing “conceptual site plans and floor plans for a site to be determined if the departments would move to one building... and a final report of findings and analysis and present to the City Council in conjunction with the City project team...All data collected must be submitted with the final copy of the report.”
- Answer: Please see the revised Attachment A – Scope of Services above.
8. Question: What is the City’s schedule for this project? See page 6, Information to be Submitted, Chapter 4 – Product Description, Work Plan or Proposal, asking for “the firm’s ability to meet the City’s schedule”.
- Answer: It is the City’s intent to have the consultant provide the services as soon as the service agreement is executed by both parties.
9. Question: Do you have a desired completion date for these services? Are there any constraining factors on completion of the Space Planning project, like an expiring lease or another parallel project?
- Answer: No. However, it is the City’s intent to have the consultant provide the services as soon as the service agreement is executed by both parties, and complete the work per the agreed work schedule.
10. Question: Can we presume that any space being considered for use has sufficient infrastructure, i.e. no upgrade to the existing space is needed? This is necessary to providing a thorough and accurate cost estimate
- Answer: The test fit site is the footprint of an existing building. Please see the revised Attachment A – Scope of Services above.
11. Question: Has any assessment of the existing buildings been completed, such as a seismic analysis? Will this information be available to us?
- Answer: Please see the revised Attachment A – Scope of Services above.
12. Question: Are you requesting a full building assessment of existing sites?
- Answer: No.
13. Question: Do you anticipate needing structural upgrades, if an existing building is used?
- Answer: No.
14. Question: Do you have any other sites that you are considering for a potential consolidated facility, and if yes, how many? Will test fits of those sites be desired?
- Answer: Other than the site indicated in the revised Attachment A – Scope of Services above, no other sites are being considered.
15. Question: Are there any EOC needs for these facilities?
- Answer: The City may require the consultant to collect and record space considerations for an EOC.
16. Question: Do you anticipate part of the selection/programming process to require

consensus-building meetings with the employees and other stakeholders?

Answer: There may be a few occasions where consensus-building meetings may be required.

17. Question: Is there exterior site work that will need to be assessed? Any corp. yard operations?

Answer: No.

18. Question: In the existing buildings, do you have any crew locker room spaces?

Answer: No.

19. Question: Will there be an interview?

Answer: The project team may choose to interview some proposers that are selected from the review and evaluation phase.

**ACKNOWLEDGEMENT OF THIS ADDENDUM NO. 1 (DATED APRIL 25, 2016),
MUST BE MADE BY SIGNATURE AND DATE BELOW AND SUBMITTING THIS
PAGE WITH YOUR PROPOSAL.**

Proposer

Date